

SAMPLE POSTING – POSITION AND DEPARTMENT ARE FICTIONAL

**Astronaut 2 (Mission Support) (Glace Bay)
Department of Science and Technology
Space Exploration Program
Please quote Competition #NCC-1701A-CB**

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Government of Nova Scotia has an Employment Equity Policy and we welcome applications from Aboriginal People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of the equity groups, you are encouraged to self-identify, on your application form, cover letter, or on your resume.

Duties:

Working closely with the Shuttle Engineer, the Astronaut 2 (Mission Support) is responsible for supporting the maintenance and repair of flight systems during space exploration missions. The Astronaut 2 performs daily checks and routine maintenance while in flight, and will support the Engineer in the diagnosis and repair of equipment. The Astronaut 2 will participate in extravehicular activities (space walks). As the shuttle operates with a limited crew, all crew members provide support and assistance to other functions as needed.

Qualifications:

A Master's degree in engineering, mathematics, physics, or computer science, or a Bachelor's degree in one of these fields and one year's related experience, or an acceptable equivalent combination of education and experience. The successful candidate works well in stressful environments and must have excellent interpersonal and problem solving skills. First aid training (including CPR) and a detailed knowledge of shuttle systems are required. Experience piloting aircraft is considered an asset.

Specialty statements:

The successful candidate must be able to pass a physical examination and vision acuity test. This position requires that the successful candidate be available for regular shuttle missions of up to six weeks' duration.

Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in termination of your employment.

Pay Band: EC 6

Salary Range: \$41,775 - \$52,219

Closing Date: May 4, 2015

To Apply:

• **Please demonstrate in your application** how you meet the above qualifications. In your cover letter identify the competition number, position and department.

Smith, Tamara Z 3/26/2015 2:48 PM

Comment [1]: Patricia used the description to figure out which of her past jobs might count as "related experience." She listed similar duties on her resume so the Hiring Manager can see the connections too.

Smith, Tamara Z 3/26/2015 2:49 PM

Comment [2]: Patricia is still in school, but she'll graduate before this job starts. She listed her anticipated graduation date to show that she will have the education she needs.

Smith, Tamara Z 3/26/2015 2:50 PM

Comment [3]: Patricia doesn't have a Master's degree—but once she graduates she will have a Bachelor's degree and a year of related experience.

Pro tip: Make sure you list the months and years on your past jobs so it's easy to count how many months' experience you have.

Smith, Tamara Z 3/31/2015 12:45 PM

Comment [4]: Things like "communication skills" or "working well in stressful environments" are soft skills that can't be judged on a resume—they are more likely to come up in testing or an interview.

Patricia put them on her resume anyway: she wasn't sure if they were soft skills or not, and there's no harm in including them. When in doubt, it's better to mention a skill or experience you don't need to include than to miss one you do.

Smith, Tamara Z 3/31/2015 12:44 PM

Comment [5]: These are the qualifications the Hiring Manager will be looking for. Patricia made sure she mentioned as many as possible on her resume—either under her listed skills, or as bullet points describing her previous positions.

Pro tip: use the same wording as the posting whenever you can—it makes it easier for the Hiring Manager to see how well your qualifications match the position.

Smith, Tamara Z 3/31/2015 12:45 PM

Comment [6]: Specialty Statements provide additional information about the job (for example, if the successful candidate must supply their own vehicle, or if travel is required.)

• **To apply for this position**, simply click on the **"Apply Online Now"** button. To serve you better, we are using a user-friendly on-line application system through Career Beacon. Online applications are required and will provide benefits for you, as outlined below. All submissions must be received by midnight on the closing date.

• **First time users** to this on-line application system simply need to complete a quick basic registration to receive a username and password. If an email is not immediately received, please check your junk mail folder to ensure that it did not get directed there. Once registered, you will be able to upload your resume and cover letter in seconds or create them using the editor option in the system. Clicking on the "Apply Online Now" button will bring you to the registration or sign on screen. If you encounter any difficulties with your registration or **technical issues**, simply call **1-888-878-7637** for assistance (Mon-Fri, 8:30-4:30).

• **If after speaking with Career Beacon** you are still unable to apply using this online system (check with your local library or CAP (Community Access Program www.nscap.ca) site for free computer/internet access), please call (902) 555-1234 to make other arrangements to submit your application. It is important that you contact us prior to the closing date

• **Benefits of applying online** - The system will allow us to send an immediate confirmation email that your application was received. In addition, you can store your application on the system and access a copy of it as well as the posting at a later date if needed.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.